

TITLE 4. BUSINESS REGULATIONS  
DIVISION 18. CALIFORNIA GAMBLING CONTROL COMMISSION  
~~CHAPTER 3. LICENSES~~CHAPTER 6. STATE GAMBLING LICENSES FOR  
GAMBLING ESTABLISHMENTS

**§ ~~12250~~12344. License Renewals**

- (a) Each application for renewal of a state gambling license for an individual or a business organization or for renewal of a key employee license shall be accompanied by all of the following:
  - (1) A completed form application:
    - (A) Applicants for a state gambling license shall use the form "Application for State Gambling License, CGCC-030 (Rev. ~~09-03~~01-05)."
    - (B) Applicants for a key employee license shall use the form "Application for Key Employee License, CGCC-031 (Rev. ~~09-03~~01-05)."
  - (2) A completed form entitled "Renewal Supplemental Information for State Gambling/Key Employee License and Instructions to Renewal Applicants, DGC-APP.017A (Rev. ~~09-03~~12-04)" together with any documents required by the form.
  - (3) A nonrefundable application fee in the amount of five hundred dollars (\$ 500).
- (b) Each key employee or other person whose name is required to be endorsed upon the license shall submit a separate application for renewal of that person's license, together with the application fee specified in subsection (a).
- (c) All applications for renewal of state gambling licenses and key employee licenses for a particular gambling establishment shall be submitted together as a single package to the California Gambling Control Commission.
- (d) If, after a review of an application for renewal of a state gambling license or a key employee license, the Division of Gambling Control determines that further investigation is needed, the applicant shall submit an additional sum of money that, in the judgment of the Director of the Division, will be adequate to pay the anticipated investigation and processing costs, in accordance with Business and Professions Code section 19867.

Authority cited: Sections 19811, 19824, 19840 and 19841, Business and Professions Code.  
Reference: Sections 19876, 19851 and 19951, Business and Professions Code.

**Section ~~12270~~12342. Initial and Renewal License Applications; Required Forms**

- (a) Any person applying for a state gambling license or key employee license shall, as appropriate, complete the following forms, which are hereby incorporated by reference:
- (1) Application for State Gambling License, CGCC-030 (Rev. ~~10-04~~01-05).
  - (2) Application for Key Employee License, CGCC-031 (Rev. ~~12-04~~01-05).
  - (3) Cardroom Applicant Supplemental Information for State Gambling License, DGC-APP. 015A (Rev. 09-04).
  - (4) Cardroom Applicant – Business Supplemental Information for State Gambling License, DGC-APP. 015B (New 09-04).
  - (5) Gambling Establishment Supplemental Information for State Gambling License, DGC-APP. 015C (New 09-04).
  - (6) Cardroom Key Employee Supplemental Information for State Gambling License, DGC-APP. 016A (Rev. 09-04).
  - (7) Cardroom Applicant’s Spouse Supplemental Background Information for State Gambling License, DGC-APP. 009A (Rev. 09-04).
  - (8) Renewal Supplemental Information for State Gambling/Key Employee License and Instructions to Renewal Applicants, DGC-APP. 017A (Rev. 12-04).
  - (9) Declaration of Full Disclosure, DGC-APP. 005 (Rev. 09-04).
  - (10) Authorization to Release Information, DGC-APP. 006 (Rev. 09-04).
  - (11) Applicant’s Declaration, Acknowledgment and Agreement (Community Property Interest), DGC-APP. 011 (Rev. 09-04).
  - (12) Applicant’s Declaration, Acknowledgment and Agreement (Sole and Separate Property), DGC-APP. 012 (Rev. 09-04).
  - (13) Spouse’s Declaration, Acknowledgment and Agreement (Community Property Interest), DGC-APP. 013 (Rev. 09-04).
  - (14) Spouse’s Declaration, Acknowledgment and Agreement (Sole and Separate Property), DGC-APP. 014 (Rev. 09-04).
  - (15) Report of Annual Gross Revenues DGC-APP. 018 (Rev. 09-03).
  - (16) Declaration of Compliance With The Requirement for Public Notice of Application for a Gambling License, DGC-LIC. 100 (Rev. 07-03).

- (17) Instructions for Public Notice of an Application for a Gambling Establishment License, DGC-LIC. 102 (Rev. 07-03).
- (18) Public Notice of An Application for a Gambling Establishment License, DGC-LIC. 102A (Rev. 7-03).
- (19) Appointment of Designated Agent, DGC-APP. 008 (Rev. 09-03).
- (20) Employee Work Permit Certification, DGC-APP. 019 (Rev. 09-03).
- (21) Key Employee Report, DGC-LIC. 101(Rev. 07-03).
- (22) Instructions to Applicants, DGC-APP. 007 (Rev. 12-04).
- (23) Instructions to Applicant's Spouse, DGC-APP .010 (Rev.12-04).
- (24) Notice to Applicants, DGC-APP. 001 (Rev. 09-04).
- (25) Request for Live Scan Service (California Department of Justice Form BCII 8016, Rev. 4/01).
- (26) Request for Copy of Personal Income Tax or Fiduciary Return, FTB-3516C1 (Rev. 06/03 side 1-PIT).
- (27) Request for Copy of Corporation, Exempt Organization, Partnership, or Limited Liability Company Return FTB-3516C1 (Rev. 06/03 side 2-CORP).
- (28) Tax Information Authorization (IRS 8821, Rev. April 2004).

**Authority:** Business and Professions Code sections 19811, 19824,19840, and 19841

**Reference:** Business and Professions Code sections 19850, 19851, 19852, 19854, 19855, 19856, 19857, 19864, 19865, 19866, 19867, 19876, 19880, 19881, 19883, 19890, 19893, 19951, and 19982

## **Section ~~12271~~12343. Processing Times—Initial applications**

- (a) Except as provided in subsection (b), initial gambling or key employee license applications submitted pursuant to this chapter shall be processed within the following timeframes:
- (1) The maximum time within which the Commission shall notify the applicant in writing that an application or a resubmitted application is complete and accepted for initial processing by the Commission, or that an application or a resubmitted application is deficient and identifying what specific additional information is required, is 20 days after receipt of the application. For the purposes of this section, “application” means the Application for State Gambling License, CGCC-030 (Rev. ~~10-04~~01-05) and the Application for Key Employee License, CGCC-031 (Rev. ~~12-04~~01-05), both of which are incorporated by reference in Section ~~12270~~12342. An application is not complete unless accompanied by the fee of five hundred dollars (\$500) specified in Business and Professions Code section 19951(a). In addition, an applicant shall submit with the application, any supplemental information required by section ~~12270~~12342 for review by the Division pursuant to paragraph (3) of this subsection. The supplemental information shall not be reviewed for completeness by the Commission.
  - (2) An application for a license and the supplemental information shall be forwarded by the Commission to the Division for processing within 10 days of the date that the Commission determines that the application is complete.
  - (3) The Division shall review the supplemental information submitted for completeness and notify the applicant of any deficiencies in the supplemental information, or that the supplemental information is complete, within 30 days of the date that the application and supplemental information are received by the Division from the Commission. Notwithstanding this subsection, subsequent to acceptance of the supplemental information as complete, the Division may pursuant to Business and Professions Code section 19866 require the applicant to submit additional information.
  - (4) Pursuant to Business and Professions Code section 19868, the Division shall, to the extent practicable, submit its recommendation to the Commission within 180 days after the date the Division is in receipt of both the completed application pursuant to paragraph (2) of this subsection and the completed supplemental information pursuant to

paragraph (3) of this subsection. If the Division has not concluded its investigation within 180 days, then it shall inform the applicant and the Commission in writing of the status of the investigation and shall also provide the applicant and the Commission with an estimated date on which the investigation may reasonably be expected to be concluded.

- (5) The Commission shall grant or deny the application within 120 days after receipt of the final written recommendation of the Division concerning the application, except that the Commission may notify the applicant in writing that additional time, not to exceed 30 days, is needed.
- (b) The processing times specified in subsection (a) may be exceeded in any of the following instances:
  - (1) The applicant has agreed to extension of the time.
  - (2) The number of licenses to be processed exceeds by 15 percent the number processed in the same calendar quarter the preceding year.
  - (3) The Commission must rely on another public or private entity for all or part of the processing and the delay is caused by that other entity.

**Authority:** Business and Professions Code sections 19811, 19824, 19840 and 19841.

**Reference:** Business and Professions Code sections 19841 and 19868.

### **Section ~~12272~~12345. Processing Times—Renewal applications**

- (a) Except as provided in subsection (b), renewal gambling or key employee license applications submitted pursuant to Section ~~12250~~12344 shall be processed within the following timeframes:
  - (1) An application for renewal of a gambling license or key employee license shall be filed by the owner licensee or the key employee with the Commission no later than 120 days prior to the expiration of the current license.
  - (2) The maximum time within which the Commission shall notify the applicant in writing that an application or a resubmitted application is complete and accepted for initial processing by the Commission, or that an application or a resubmitted application is deficient and identifying what specific additional information is required, is 10 days after receipt of the application. For the purposes of this section, “application” means the Application for State Gambling License, CGCC-030 (Rev. ~~10-04~~01-05) and the Application for Key Employee License, CGCC-031 (Rev.

~~12-0401-05~~), both of which are incorporated by reference in Section ~~12270~~12342. An application is not complete unless accompanied by the fee of five hundred dollars (\$500) specified in Business and Professions Code section 19951(a). In addition, an applicant shall submit with the application, any supplemental information required by section ~~12270~~12342 for review by the Division.

- (3) An application for a license and the supplemental information shall be forwarded by the Commission to the Division for processing within five days of the date that the Commission determines that the application is complete.
  - (4) The Division shall submit its written recommendation concerning the renewal application to the Commission no later than 45 days prior to the expiration of the current license.
- (b) The processing times specified in paragraphs (2) through (4) of subsection (a) may be exceeded in any of the following instances:
- (1) The applicant has agreed to extension of the time.
  - (2) The number of licenses to be processed exceeds by 15 percent the number processed in the same calendar quarter the preceding year.
  - (3) The Commission must rely on another public or private entity for all or part of the processing and the delay is caused by that other entity.

**Authority:** Business and Professions Code sections 19811, 19824, 19840 and 19841.

**Reference:** Business and Professions Code sections 19868 and 19876.